

## **City of Torrance – Madrona Marsh Preserve and Nature Center**

**Title:** Nature Center Receptionist/Greeter  
**Location:** Madrona Marsh  
3201 Plaza Del Amo, Torrance, CA 90503

### **Position Overview and Impact:**

The Madrona Marsh is an educational and interpretive center for the Madrona Marsh Preserve's. The nature center is a place where the wonders of nature can be explored and enjoyed by all ages within the community. It offers special educational programs as well as docents, laboratories, books and other aids to understanding this unique habitat.

You will be the first person the community encounters on their visit to the Nature Center. The Receptionist/Greeter will answer questions, direct inquiries to staff and inform visitors about Nature Center programs and events.

### **Key Responsibilities:**

- Answer phones, direct calls and take messages.
- Greet visitors to the center.
- Update brochure racks.
- Assist with animal feeding.

### **Requirements:**

- No experience or skills required.
- Enjoy meeting and talking to people, especially children.
- Must be 18 years of age or older.
- Must pass a fingerprint background check.

### **Training & Support:**

Volunteers will be given a two hour orientation to the Preserve and Nature Center. New volunteers will work in tandem with Nature Center Staff for the first month of their service.

### **Time Commitment:**

The Nature Center is open Tuesday through Sunday from 10:00 am to 5:00 pm. Volunteers are asked to work at least once a month. Volunteers are needed to work either morning shift (10:00 am to 1:30 pm) or an afternoon shift (1:30 pm to 5:00 pm).

**Benefits of Volunteering:**

Volunteers can gain work experience while learning about animals and nature in the south bay. Volunteers in this position may advance to other positions or take on additional responsibilities at the Preserve. Also, volunteering in this position promotes the mission of the Preserve and Nature Center, which is to educate the community and promote nature in the South Bay.

**Contact Person(s):**

- Tracy Drake, Nature Center Manager/Naturalist (310)782-0639

**Selection Process:**

Apply online at <https://www.volgistics.com/ex/portal.dll/ap?AP=671916624>, select Nature Center Receptionist/Greeter as your assignment preference. Please provide specific information regarding your skills and experience in the application form.